

**ISLE OF WIGHT COUNCIL**  
**ADULT and COMMUNITY LEARNING**

**UPDATE TO**

**THREE YEAR DEVELOPMENT PLAN 2005/06 TO 2007/08**

**ADULT LEARNING PLAN**

**2005/6**

**Prepared March 2005**



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## **OVERVIEW**

### **Aims**

This is an overview document which builds on the three year Development Plan for 2004/7 approved by the Learning and Skills Council June 2004. This Adult Learning Plan identifies the principal Adult and Community Learning activities planned for 2005/06. These activities are derived from the corporate objectives of the IW Council and the ACL objectives which are:

- To secure effective and practical partnership between providers, the community and individuals to promote and facilitate Community Learning.
- To provide activities for parents/adults/carers in both educational and community settings to enhance adult and child learning, to encourage personal development and to build capacity within the community.
- To promote the personal development of the individual and to build capacity within the community.
- To promote and secure high quality provision
- To achieve increased levels of participation and progression for targeted groups within the community

### **Key achievements 2003/04**

- Core and project programmes successfully delivered in partnership with contracted providers
- Quality Improvement Programme delivered with all targets exceeded
- Training programme for ACL contracted Providers delivered
- Programme of external lesson observations undertaken
- Potential learners surveyed in partnership with ACL contracted providers
- Programme evaluations implemented in partnership with ACL contracted providers
- Management structure of ACL and FL reviewed and recommendations implemented
- Termly Learner satisfaction surveys undertaken and results analysed and improvements made
- Development Plan objectives from self-assessment review implemented
- Interim E-learning Strategy produced. Final Strategy submitted to LSC February 2005
- Curriculum Development programme reviewed, research undertaken and ACL learning programme revised
- High retention rate maintained
- Carnival Learning Programme shortlisted for a national Local Government Chronicle Award 2005
- Matrix Award achieved by the FL Service January 2004

## **Key Features for 2005/06 which are changes from the previous year**

- Curriculum changes to meet LSC priorities are being progressed
- Introduction of fees and fee policy developed
- Introduction of tutor handbook
- Internal peer observation programme in development
- IAG packs provided for tutors and all learners
- Staff and tutor training in IAG to increase skills base
- Workshops for tutors in initial and ongoing assessment
- ACL service working towards achieving Matrix accreditation
- Roll out success of NLIV to other communities
- Pilot RARPA in AE and Arts
- System of lead officers introduced
- Development of further FL/Arts learning opportunities through Creative Partnerships Project
- Delivery of E Learning Action Plan

## **Key issues LLSC will need to manage with LEA**

- Reduction in available LSC funding – will affect the offer and potentially mean the reshaping of the programme
- Impact of LSC regionalization and impact on relationship between ACL and LLSC
- Monitoring the impact of the curriculum changes
- Monitoring the impact of the introduction of fees on programmes previously fee remitted
- Monitoring impact of fee increases on 'Learning for Personal Development and Well Being'
- Addressing the issue of the minimum infrastructure needed to deliver a viable programme. This also links to the Island issues of providing ACL to a geographically dispersed population e.g. outreach, minimum number requirements, limited provider base, limited venues suitable for learning
- Post Inspection Action Plan
- Implementing the revised ACL funding arrangements once national LSC policy has been agreed

(see Delivery Plan section 3)

**Note** – It is not proposed to further revise the current 2004 – 2007 Development Plan until the national LSC funding policy has been agreed and the implications fully analysed and consulted.

## **FUNDING ASSUMPTIONS**

The LSC indicative funding allocations for the Isle of Wight Council Adult and Community Learning Programme 2005/6 is £260798 (59% of total budget) excluding

the Neighborhood Learning allocation. This indicative allocation does not include any allowance for inflation or growth. The total cost of the ACL programme to a level similar to 2004/5 is £442595 and is supported by IWC Revenue and PSA funding totally £181797 (41% of total budget).

The LSC funding is utilised as a contribution towards the full cost of delivering a diverse Adult and Community Learning Programme to meet the needs of Island learners. This includes supporting the continuing delivery of the following programmes:-

- Learning for Personal Development
- Family Learning
- Family Literacy, Language and Numeracy
- Social inclusion, widening participation and regeneration programmes

The LSC funding allocation for Neighbourhood Learning supports the full costs of programme delivery.

## DATA

The rationale behind learner numbers is described in the Curriculum section (below)

<b>Learner Analysis</b>	<b>Expected 04/05</b>	<b>Planned 05/06</b>	<b>Planned 06/07</b>
<b>Total ACL (includes FL, FLLN, NLDC)</b>	1980	1950	1950
<b>% Male</b>	22%	22%	22%
<b>% Learning Difficulty or Disability</b>	2%	2%	2%
<b>% Ethnic Group</b>	1.7%	1.7%	1.7%
<b>% aged 60+</b>	17%	17%	17%
<b>% Basic Skills</b>	11.1%	11.1%	11.1%

**Note** – The learner number data is best estimate only. The proposed fee policy may seriously impact on learner numbers, which may result in lower enrolment numbers and cancelled courses due to unviable class numbers.

Full breakdown of learner data in the current LSC prescribed format is included in Appendices 1 & 2.

## CURRICULUM

### The offer

The provision is divided into three themes:

#### Direct delivery

- The Family Learning Service, which comprises the Family Learning (FL) and Family Literacy, Language and Numeracy (FLLN) programmes. The Family Learning Team is based at the Family Learning Centre in East Cowes.

## Subcontracted delivery

- Mainly non accredited leisure and personal development programme delivered by the IW College Adult Education Department.
- Social inclusion, widening participation and regeneration programmes currently delivered by IWC Arts Unit, Workers' Educational Association (WEA), Platform One (P1), IW College Learning Opportunities Department . Additional community providers may be engaged during the year if additional funding streams are available.

## Programme Summary – 2005/06

The proposed programmes may be subject to review during the final contract negotiation following confirmed allocation of LSC funding for 2005/6. (Delivery Plan Section 1)

Provider	Programmes	Course Descriptor	Estimate Learner Numbers
<b>ACL Family Learning</b>	<b>FLLN</b> 12 taster/workshops 10 Keeping Up with the Children 1 Keeping up with the Children + 7 FLLN intensive courses	First Steps	100
	<b>FL</b> 10 Keeping Up with the Children 10 Short programmes		100
<b>IW College Adult Education Department</b>	Similar programme offer to 2004/5 with courses identified as Personal Development or Progression	Personal Development	1300
<b>IW College Learning Opportunities Department</b>	Library Arts House History Roman remains Dance Leadership Learning in Your Library  Cooking on a budget Celebrate diversity Intro to face painting	Skills For Life Skills For Life Skills For Life Skills For Life Skills For Life and Ind.Living Skills For Life ESOL Skills For Life	100
<b>Platform One (IW) Limited</b>	Creative ICT Musical development	Personal Development	100
<b>Isle of Wight Council Arts Unit</b>	NLDC Ventnor 12 courses	First Steps, Community Development (CD)	50
	NLDC Oakfield (Ryde) 2 courses NCFE L1 Carnival Arts 2 courses NCFE L2 Carnival Arts 1 course	First Steps  First Steps Accredited	

	Other Creative Arts courses 11	First steps, CD	150
<b>WEA</b>	Getting Started Time Out	First Steps Personal Development	50
<b>Total</b>			1950

## **Rationale**

Provision is targeted to meet the learning needs of deprived communities and disadvantaged groups. Work to identify gaps and develop programme proposals continues through the Learning Partnership/ACL Strategy Group learner surveys/consultation and other IW Council Strategic Networks. The following areas have been identified as priorities in the 3 year plan. (See Delivery Plan Section 2)

- Men and Boys
- Learners with disabilities
- Children with disabilities (FL/IW College Learning Opportunities).
- Learners with mental health problems
- Family Learning – extending the programme into middle and high schools which will involve a change in the curriculum profile
- Increase take up for schools for SHARE programme
- Increase provision of IAG for ACL learners

## **Family Learning and Family Literacy, Language and Numeracy**

- Intensive family literacy, language and numeracy programmes are currently delivered in 9 schools in the core ACL Programme across the Isle of Wight. The national Share Programme is also delivered in schools not involved in the intensive programme. A pilot programme of FLLN is currently being delivered in Childrens Centres. A comprehensive curriculum review has been undertaken resulting in a broader menu of potential delivery which will be individually negotiated with the relevant schools in the 05/06 programme.
- Wider Family Learning is delivered at the East Cowes Family Learning Centre.

The FL strategy has been revised following extensive consultation to focus more intensively on schools in deprived areas and to support delivery across the school clusters and support IWC development in Childrens Centres and Extended Schools.

## **Arts Unit**

- In partnership with Community Artists, delivers a variety of short courses to teach skills in creative and carnival activities, including, in '05/06, Rock School, Chinese New Year, Soap Box Films and NCFE L1 and L2 Crafts. The courses are delivered across the Island, in community venues, daytime, evenings & weekends.
- Delivery of the NCFE L2 Carnival course

- The successful Ventnor NLDC model, which has been identified as best practice, is planned to be introduced to Oakfield in Ryde
- Continuing to support the NLDC programme in Ventnor through the introduction of fees to reduce the overall programme cost
- The focus of the Arts Learning Programme is based primarily on continuous curriculum development and the provision of ongoing development and support for community tutors

### **IW College**

- IW College is currently reviewing its offer to reflect changes in LSC funding and courses with progression routes are being identified as priorities.
- Commitment to fund IW College’s Personal Development courses at existing level to safeguard ‘Learning for Personal Development and Well Being’.

### **Platform One**

- A not-for-profit organisation delivering 2 programmes for ACL, Creative ICT and Musical Development

### **WEA**

- Delivering two programmes for women, targeted within disadvantaged communities: ‘Getting Started’ and ‘Time Out.’ The programmes are delivered in community locations in Newport, Ryde and East Cowes.

### **IW College Learning Opportunities**

- Programmes delivered in partnership with IW College Learning Opportunities, IW Council Libraries, Museums and Record Office, IW Council Arts Unit and Community Artists

**Note** – The newly formed Cultural and Leisure Services Department of the IW Council will provide new opportunities to develop further learning programmes in non traditional venues.

### **Pattern of delivery**

<b>Provider</b>	<b>Learners</b>	<b>Percent of Provision</b>	<b>Type of Provision</b>
IW College Adult Education	1300	66.7%	Core
IW College Learning Opportunities	100	5.1%	Core
Family Learning	75	3.8%	FL
Family Learning	125	6.4%	FLLN
IW Council Arts Unit	150	7.7%	Core
IW Council Arts Unit	50	2.6%	NLDC
Platform One	100	5.1%	Core
WEA	50	2.6%	Core

## **LSC Priorities**

- To improve the basic skills of 2.25 million adults by 2010
- To reduce by at least 40% the number of adults in the workforce who lack an NVQ level 2 or equivalent by 2010.

**Note** – The LSC also seeks to ensure how they can support the safeguard for ‘Learning for Personal Development’.

### **How does intended provision address LLSC priorities with particular reference to first steps and provision for personal and community development?**

- The planned ACL programmes clearly address LLSC priorities and also reflect IWC and ACL objectives and priorities
- Courses categorised into First Steps and Personal and Community Development. Segmentation exercise completed
- Provider Funding Agreements require courses to be identified in relation to first steps and provision for personal development
- IW College is currently reviewing its offer to reflect changes in LSC funding and courses with progression routes are being identified as priorities. Higher fee levels will be introduced for non progression programmes
- First Steps courses will not exclude learners above level 2 as this would make the courses non-viable and would forgo the advantages of mixed group learning.
- ACL courses will not be limited to LSC priority groups as groups from mixed backgrounds and mixed abilities have been found to have a positive effect on learner confidence and motivation

## **QUALITY**

Quality issues continue to be a high priority and have been taken forward through the Quality Improvement Programme. Considerable progress has been made in relation to the Self Assessment Report and the Development Plan. The provision of training for Providers on quality issues has been substantially increased and a Quality Assurance Framework has now been developed. Performance monitoring has concentrated on embedding these quality processes and the move towards more active target-based performance monitoring is underway. The new MIS system has improved both the monitoring of performance and the identification of learner needs. (See Delivery Plan section4)

Further improvements in quality are planned in relation to:

- IAG development for ACL learners
- Promoting the Quality Assurance Framework (QAF)
- Support for new providers re Common Inspection Framework (CIF), SAR and the ALI Inspection process
- Revision of systems and processes following the introduction of the updated CIF and inspection process (due April 2005).
- Lead officers identified for Diversity, Quality, Health and Safety, Data, Marketing and Curriculum Development

- Robust contract and performance monitoring
- Continued development of QIP
- Quality Improvement training programme – improving representation of Provider staff and tutors
- Programme of lesson observations
- Peer observation scheme
- Implementation of the external evaluation recommendations
- Continued use of external evaluations
- Continuing use of Learner Satisfaction surveys to meet learner needs
- Production of an overall ACL offer in partnership with the IW Learning Partnership
- Maximise the wider benefits of data analysis
- Post inspection action plan to be developed following Inspection
- Development of RARPA pilot

### **Central quality issues**

- Challenge of balancing limited resources between quality/infrastructure/programme delivery

### **INFORMATION, ADVICE and GUIDANCE**

The provision of information advice and guidance (IAG) is an area of weakness identified within SAR for all providers except the Family Learning Service which achieved Matrix accreditation in 2004. Several measures are planned to address this issue.

- The ACL Service will be working towards Matrix accreditation for 2005/6.
- Tutors will be able to access free level 2 IAG training through the ESF project 'Building Bridges', for which the IW ACL Service is a named partner.
- ACL officers are to undertake level 2 IAG training
- Development of progression arrangements for First Step learners
- Development of links with other IAG Providers e.g. Learning Links, Next Steps
- ACL will strengthen links with the revised IAG partnership

### **EQUALITY and DIVERSITY**

**Measures are in place to support the needs of the widest range of learners (see delivery plan section 5)**

- The whole ethos of the delivery is about involving more learners from disadvantaged communities. This can be clearly evidenced by the Family Learning and Neighbourhood Learning in Disadvantaged Communities (NLDC) programmes and the use of innovative projects to attract learners from priority groups.
- Specific culturally diverse learning opportunities are delivered by tutors from different cultural backgrounds in some areas of learning.
- Specific targeted courses delivered in a wide variety of outreach locations and at times fitting with school hours to ensure transport and childcare barriers are reduced.
- IW Council training on diversity has been made available to contracted providers.

- IW College training for specific disabilities shared with providers and tutors.
- The IWC's Diversity Officer is located within the Cultural and Leisure Services.
- Further research is required to find more outreach venues which meet the needs of disabled learners.
- Targets for the number of learners with basic skills needs and with disabilities/learning difficulties are being substantially exceeded through the delivery of discreet programmes.
- The Service has had considerable success in engaging non traditional learners and has been short listed for a national Local Government Chronicle 2005 award under the 'Sustainable Communities' category.
- Statements of learner entitlement are given to providers to distribute to all learners. Two formats are available, one uses pictures and is used within some FL and foundation programmes. The issue and understanding of the learner entitlement is monitored through the ACL learner satisfaction survey.
- Lead ACL officer for Equality and Diversity now appointed.
- 6 ACL staff to undertake NCFE L2 Equality and Diversity training programme.
- IWC Equality and Diversity Policy and a Comprehensive Equalities Plan developed.
- All IWC Service to complete an impact audit and produce an action plan.

## **FEES**

- ACL Fee Policy statement has now been developed (see Appendix 4). This will be a requirement within the Provider Funding Agreements for 2005/6
- Fees for personal development courses will be increased above the rate of inflation with higher fees for non progression programmes.

## **LSC Policies Likely impact**

- Reduced learner numbers
- Amplifies the effect of minimum numbers policy operated by the College
- The viability of outreach courses may be threatened
- Will increase the administrative burden for ACL team and Providers
- Although a policy of fee remission is in place it is predicted that the impact will be felt disproportionately by learners with low incomes
- May result in a reduction of guided learning hours and course duration in some cases.

## **RISKS**

The IW Council has a comprehensive risk management strategy included within the annual service planning programme. The following risks to the successful delivery of the ACL programme have been identified.

<b>Ref</b>	<b>Description of Risk</b>	<b>Risk Score</b>	<b>Corporate or Service</b>
1	Impact of LSC formula funding on ability to deliver ACL programme	high	Service
2	Withdrawal of key providers from delivery of ACL programmes	medium	Service

3	Learning through Island Events programme targets not delivered	medium	Service
4	ALI inspection of Adult & Community Learning unsatisfactory	medium	Service
5	Insufficient funding to develop Family Literacy, Language & Numeracy programmes and meet PSA targets (link to Bid for Growth)	high	Corporate
6	Loss of key members of staff	medium	Service
7	Learner numbers and outreach locations may be reduced as a result of the introduction of fees	medium	Service
8	Limited Availability of qualified tutors	medium	Service
9	Limited Availability of new Providers	medium	Service

### How will IWC manage risks

- A formal system of risk management is in place which is monitored through the Cultural and Leisure Services senior management team and ACL management team. High scoring risks are further monitored at Corporate level.

### Adult Learning Plan version 1 March 2005.

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## Appendix 1

### Learner Number Summary for All Learning Provision 2005/06

#### Total Population Characteristics

Total Adult Population	% with Learning Difficulties	% from Ethnic Minority
105322	7%	1.32%

Performance Indicator	Expected 04/05	Planned 05/06	Planned 06/07
Total ACL	1980	1950	1950
% Male	22%	22%	22%
% Learning Difficulty or Disability	2%	2%	2%
% Ethnic Group	1.7%	1.7%	1.7%
% aged 60+	17%	17%	17%
% Basic Skills	11.1%	11.1%	11.1%

#### Regional Distribution of Provision

Provider	Learners	Percent of Provision	Type of Provision
IW College Adult Education	1300	66.7%	Core
IW College Learning Opportunities	100	5.1%	Core
Family Learning	75	3.8%	FL
Family Learning	125	6.4%	FLLN
IW Council Arts Unit	150	7.7%	Core
IW Council Arts Unit	50	2.6%	NLDC
Platform One	100	5.1%	Core
WEA	50	2.6%	Core

#### Provision Distribution

Course Guided Learning Hours	Number of Courses Offered
< 5	26
6 – 20	236
21 – 40	13
41 – 60	0
> 60	0

## Business Planning Targets by Area of Activity 2005/06

	<b>Learners</b>	<b>Enrolments</b>
<b>ACL Core</b>	1700	2550
<b>% Male</b>	22%	22%
<b>% Ethnic Group</b>	1.7%	1.7%
<b>% Learning Difficulty or Disability</b>	2%	2%
<b>% Aged 60+</b>	17%	17%
<b>% Retention</b>	87%	87%
<b>% Achievement</b>	100%	100%
<b>Wider Family Learning</b>	75	112
<b>% Male</b>	14%	14%
<b>% Ethnic Group</b>	3%	3%
<b>% Retention</b>	87%	87%
<b>No. Children</b>	22	22
<b>Pre School</b>	0	0
<b>Primary</b>	22	22
<b>Secondary</b>	0	0
<b>Achievement</b>	100%	100%
<b>FLLN</b>	125	187
<b>% Male</b>	7%	7%
<b>% Ethnic Group</b>	2.5%	2.5%
<b>% Retention</b>	85%	85%
<b>No. Children</b>	105	105
<b>Pre School</b>	0	0
<b>Primary</b>	82	82
<b>Secondary</b>	23	23
<b>Achievement (accredited)</b>	90%	90%
<b>NLDC</b>	50	75
<b>% Male</b>	12.5%	12.5%
<b>% Ethnic Group</b>	42%	42%
<b>% Learning Difficulty or Disability</b>	5%	5%
<b>% Aged 60+</b>	10%	10%
<b>% Retention</b>	87%	87%
<b>% Achievement</b>	100%	100%

## FLLN Course Delivery 2005/06

Literature Workshop (6 Courses)	Autumn		Spring		Summer		Total	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	70	70	-	-	-	-	70	70
% LDD	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
% Male	7%	7%	7%	7%	7%	7%	7%	7%
% Ethnic	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% 60+	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

Literature Short Course (6 Courses)	Autumn		Spring		Summer		Total	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	-	-	18	18	36	36	54	54
% LDD	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
% Male	7%	7%	7%	7%	7%	7%	7%	7%
% Ethnic	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% 60+	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

Literature Intensive / Long (5 Courses)	Autumn		Spring		Summer		Total	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	27	27	18	18	-	-	45	45
% LDD	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
% Male	7%	7%	7%	7%	7%	7%	7%	7%
% Ethnic	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% 60+	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

Numeracy Workshop (6 Courses)	Autumn		Spring		Summer		Total	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	55	55	-	-	-	-	55	55
% LDD	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
% Male	7%	7%	7%	7%	7%	7%	7%	7%
% Ethnic	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% 60+	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

Numeracy Short Course (6 Courses)	Autumn		Spring		Summer		Total	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	-	-	18	18	27	27	45	45
% LDD	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
% Male	7%	7%	7%	7%	7%	7%	7%	7%
% Ethnic	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% 60+	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

<b>Numeracy Intensive / Long (2 Courses)</b>	<b>Autumn</b>		<b>Spring</b>		<b>Summer</b>		<b>Total</b>	
	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments	Learners	Enrolments
<b>Total</b>	9	9	9	9	-	-	18	18
<b>% LDD</b>	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%	6.7%
<b>% Male</b>	7%	7%	7%	7%	7%	7%	7%	7%
<b>% Ethnic</b>	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<b>% 60+</b>	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%

## Appendix 2 Learners By Area of Learning

### Learner Numbers: Council-funded 19+ 2004/05 to 2005/06

#### Learner Numbers as Actuals

Enter Learner Numbers as full-time equivalents (FTEs). An LSC-defined full-time course is 450gjh.  
Include numbers from your ACL budget only. Do not include learners from former External Institutions' budgets.

LEA: IW Council

Provider Name: Whole Provision

LSC: Hampshire and Isle of Wight

Entry Level	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	2004/05	Total Learners
LEVEL 1			13	89						18	251	34	268	210	140			865
LEVEL 2			29	160							381	88	9	9				880
LEVEL 3																		47
LEVEL 4																		0
LEVEL 5																		0
Total Learners*			42	249	0	0	0	0	0	650	34	356	406	1950				
Basic Skills																		340
Collaborative Provision																		1710
Franchised Provision																		0

\*Note: The figures for Basic Skills, Collaborative Provision and Franchise Provision form part of the total number of learners. They do not constitute the whole total.

Note the template for learners aged 16-18 has not been completed in respect of the Isle of Wight ACL Service provision as we do not target these groups and the small number of qualifying learners that do meet the criteria do not warrant recording separately.

## Learner Numbers: Council-funded 19+ 2004/05 to 2005/06

### Learner Numbers as Full-Time Equivalents

Enter Learner Numbers as full-time equivalents (FTEs). An LSC-defined full-time course is 450gh.  
Include numbers from your ACL budget only. Do not include learners from former External Institutions' budgets.

LEA: IW Council  
 Provider Name: Whole Provision  
 LSC: Hampshire and Isle of Wight

Entry Level	2004/05	Areas of Learning										Total Learners			
		1 Sciences and Mathematics	2 Land-based provision	3 Construction	4 Engineering, technology and manufacturing	5 Business Admin, Management and Professional	6 ICT	7 Retailing, customer service and transportation	8 Hospitality, Sports Leisure and Travel	9 Hairdressing and Beauty Therapy	10 Health, Social Care and Public Services		11 Visual and Performing Arts and Media	12 Humanities	13 English Languages and Communications
LEVEL 1	2004/05						1	5			37	3	18	29	93
LEVEL 2	2004/05	6	4	2			2	11			23	6	6	1	55
LEVEL 3	2004/05													3	3
LEVEL 4	2004/05														0
LEVEL 5	2004/05														0
Total Learners*	2004/05	0	6	4	2	0	0	16	0	0	61	3	24	36	155
Basic Skills	2004/05													30	30
Collaborative Provision	2004/05													134	134
Franchised Provision	2004/05														0

\*Note: The figures for Basic Skills, Collaborative Provision and Franchise Provision form part of the total number of learners. They do not constitute the whole total.

# Learner Numbers: Council-funded 19+ 2005/06 to 2006/07

LEA: IW Council  
 Provider Name: Whole Provision  
 LSC: Hampshire and Isle of Wight

## Learner Numbers as Actuals

Enter Learner Numbers as full-time equivalents (FTEs). An LSC-defined full-time course is 450gh.  
 Include numbers from your ACL budget only. Do not include learners from former External Institutions' budgets.

Entry Level	2005/06	2006/07	18	18	9	8	7	6	5	4	3	2	1	10	11	12	13	14	15	Total Learners	
<b>LEVEL 1</b>	2005/06	2006/07	13	89	251	34	34	268	268	210	210	268	210	210	210	210	210	210	210	210	865
<b>LEVEL 2</b>	2005/06	2006/07	103	33	77	29	160	381	88	88	88	88	88	88	88	88	88	88	88	88	880
<b>LEVEL 3</b>	2005/06	2006/07	103	33	77	29	160	381	88	88	88	88	88	88	88	88	88	88	88	88	880
<b>LEVEL 4</b>	2005/06	2006/07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>LEVEL 5</b>	2005/06	2006/07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Learners*</b>	2005/06	2006/07	0	0	0	42	249	650	34	34	356	406	406	406	406	406	406	406	406	406	1950
<b>Basic Skills</b>	2005/06	2006/07	0	0	0	42	249	650	34	34	356	406	406	406	406	406	406	406	406	406	1950
<b>Collaborative Provision</b>	2005/06	2006/07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Franchised Provision</b>	2005/06	2006/07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>of which</b>	2005/06	2006/07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Note: The figures for Basic Skills, Collaborative Provision and Franchise Provision form part of the total number of learners. They do not constitute the whole total.

Note Wider Family Learning and Family Literacy, Language and Numeracy have been placed in Area 14 for the purpose of the Adult Learning Plan

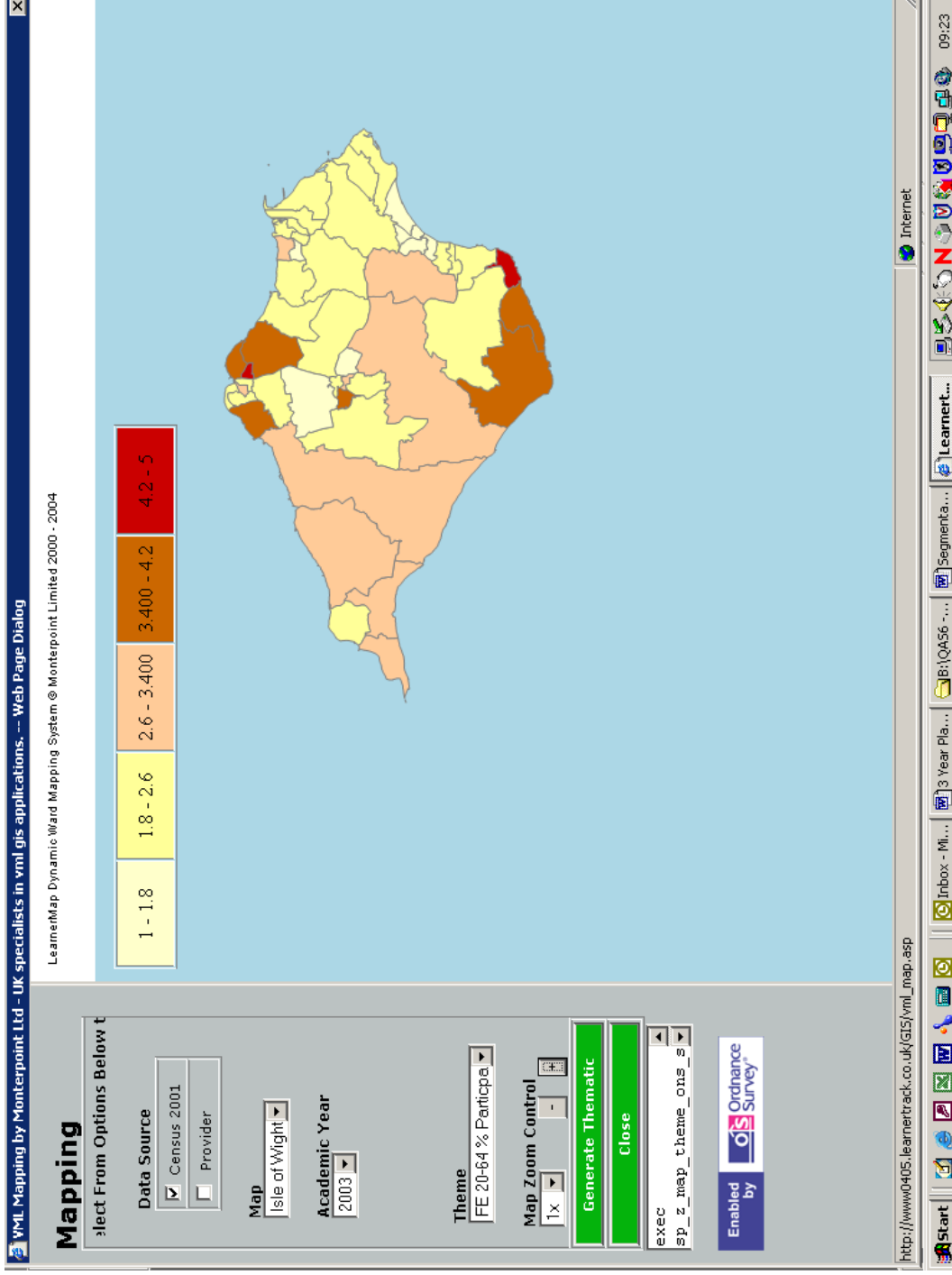
Note the template for learners aged 16-18 has not been completed in respect of the Isle of Wight ACL Service provision as we do not target these groups and the small number of qualifying learners that do meet the criteria do not warrant recording separately.



## Appendix 3

# Geographical Spread

Learner Participation of Adults Aged 20 – 64 against ward population based on 2003/04 Programme – there may be some changes this in the 2005/06 programme following the implementation of the current curriculum review



## Appendix 4



### Isle of Wight Council Adult and Community Learning Service

#### Fees & Remissions Policy August 2005 – July 2006

##### Overview

The Adult and Community Learning Service supports a variety of learning opportunities on the Isle of Wight. This Fees and Remissions Policy outlines the criteria which must be followed for all learning opportunities supported / funded by the Adult and Community Learning Service. Funding for the programme comes from a variety of sources and may include:-

- ❑ Learning & Skills Council funded activity such as; Adult Community Learning, Family Learning, Family Literacy, Language & Numeracy, Neighbourhood Learning, Ethnic Minority Achievement Grant, any other LSC funded activity.
- ❑ LSC ESF co-financed activities & Local Initiative Development funded activities.
- ❑ NIACE
- ❑ Basic Skills Agency
- ❑ Isle of Wight Council Adult and Community Learning Services Directorate
- ❑ Any other funding drawn down by the Adult and Community Learning Service would also be bound by this Fees Policy unless otherwise stated or required by the terms of the funding body.

##### Aim

The Fees and Remissions Policy aims to provide a clear framework for providers to work with in the provision and delivery of Adult & Community Learning on the Isle of Wight. It reflects the requirements of the National Skills Strategy.

The Fees and Remissions Policy will enable the IW Council both to safeguard Learning for Personal Development and Well Being as it is required to do, and will support the IW Council to increase the number of adults participating in learning through income generated by fees. The Fees and Remissions Policy recognises that some residents may need additional support to access learning and defines the criteria and remission rates where appropriate which will be supported by the IW Council.

## PROGRAMMES / COURSES / WORKSHOPS / ACTIVITIES THAT ARE 100% FEE REMITTED

The section outlines the learning opportunities that are to be provided to learners with zero fee attached. Evidence will be required by the IW Council to clearly illustrate how a programme / activity fulfils the appropriate classification.

- Programmes classified as **Family Literacy, Language & Numeracy**.
- Programmes classified as “**First Steps**” learning:
  - *Learning which is offered as an initial entry point into learning, and from which learners are actively encouraged to progress to other forms of learning.*

The term “**First Steps**” learning encompasses the following:

- Programmes classified as “**Skills for Life and embedded Basic Skills**”:
  - *Learning for which, whatever the title of the course, the primary intention is to improve the basic skills of literacy, numeracy and/or English Language for speakers of other language.*
- Programmes classified as “**Skills for Independent Living**”:
  - *Learning which develops the knowledge, skills and understanding of adults with learning difficulties and / or physical and sensory disabilities for independent living in the community or which supports adults recovering from mental illness to re-engage in learning.*
- Programmes classified as “**Learning for Active Citizenship and / or Community Development**”:
  - *Community based learning developed with local residents and others to build the skills, knowledge and understanding for community participation and involvement, including those required for social and community action.*
- Programmes classified as “**Skills for Work**”:
  - *Learning which enables people to develop the skills they need for paid or voluntary work and which will enhance their employability.*

**Note** – The Funding Agreement will specify programmes as ‘First Steps’ or ‘Learning for Personal Development and Well Being’.

### **Learner Support**

All learners on First Steps learning programmes (as defined within Funding Agreement) are entitled to support to enable them to partake and have access to learning opportunities. This may include childcare, care for a dependant, travel support or materials.

### **Learning Support**

The Isle of Wight Council is committed to widening and improving access to learning opportunities on the Isle of Wight and welcomes all learners. We are working with contracted providers to identify and remove barriers to learning and to ensure that learners are treated fairly and that they are not placed at any substantial disadvantage.

The IW Council and ACL Service has limited financial resources for learning support but aims to provide appropriate Learning Support to learners requiring support, which will be identified on an individual basis and agreed with the ACL Officer. Support measures could include an interpreter, signer or specialised equipment, provision of a learning assistant.

**PROGRAMMES / COURSES / WORKSHOPS / ACTIVITIES THAT ARE SUBJECTED TO FEES**

- Programmes classified as “**Learning for Personal Development & Well Being**”:
  - *Learning for personal development, cultural enrichment, intellectual stimulation and for enjoyment and for which there is no requirement that learners must necessarily progress to other learning.*

These programmes require a fee to be paid by the learner at enrolment in order to generate income which will contribute to the costs. The fee for such programmes is to be formally agreed by the IW Council and will increase annually at a minimum rate of 3% for inflation. Additionally fees will be increased annually in order to work towards full cost provision. For courses with established progression routes or that support IW Council regeneration activities as formally agreed by the ACL Service this growth rate will be 10% annually. For purely personal development courses this growth rate will be 15% annually.

Example:

	<b>Current fees</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>
<b>French Level 2</b>	£55	+3% + 10%= <b>£62.32</b>	+3% + 10%= <b>£70.61</b>	+3% + 10%= <b>£80</b>
<b>Car Maintenance</b>	£55	+3% + 15%= <b>£65.15</b>	+3% + 15%= <b>£77.17</b>	+3% + 15%= <b>£91.40</b>
<b>Creative ICT</b>	£30	+3% + 10%= <b>£34</b>	+3% + 10%= <b>£38.50</b>	+3% + 10%= <b>£43.60</b>
<b>Samba</b>	£30	+3% + 15%= <b>£35.50</b>	+3% + 15%= <b>£42</b>	+3% + 15%= <b>£49.75</b>

## **Learner fee remissions**

Learners who fulfil, and can evidence as such, the following criteria are eligible to the appropriate fee remission rate:

- **Learners in receipt of a Means Tested Benefit**
  - Learners in receipt of a means tested benefit are eligible for a **25%** remission on their course fee.
  - The remission is subject to learners providing at least one form of evidence such as:
    - Job Seekers Allowance (NOT if receive NI contributions only)
    - Housing/Council Tax Benefit
    - Income Support
    - Pension Guarantee Credit
    - Working Tax Credit (only those learners in receipt of Working Tax Credit or their partners and with a household income of less than £14,600 will be eligible)
    - Unwaged dependant of those listed above

Learners are only eligible to claim one fee remission per term.

### **Learning Support**

The same learning support entitlement will apply to Personal Development courses as detailed for First Steps courses.

## **Materials & resources**

It is the Isle of Wight Council intention that learners should not be charged for course materials / resources unless costs have been clearly stated on any marketing/promotional materials and discussed at induction.

### **Refunds**

Learners should be made fully aware of individual providers' complaints procedures and are entitled to a full refund in the following instances: -

- a) Should the course not run due to poor recruitment.
- b) At the discretion of the provider manager in consultation with the ACL Service.

*Version 1 March 2005.*

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## **Appendix 5 Glossary of Terms**

ACL	Adult and Community Learning
ACLM	Adult and Community Learning Manager
ACLO	Adult and Community Learning Officer
ACLPG	Adult and Community Learning Provider Group
AE	Adult Education
ALP	Adult Learning Plan
CIF	Common Inspection Framework
DfES	Department for Education and skills
ACL DMO	Adult and Community Learning Data Management Officer
FL	Family Learning
FLM	Family Learning Manager
FLLN	Family Literacy, Language and Numeracy
IAG	Information, Advice and Guidance
IW	Isle of Wight
IWLP	Isle of Wight Learning Partnership
HCLS	Head of Cultural and Leisure Services
LEA	Local Education Authority
LSC	Learning and Skills Council
LLSC	Local Learning and Skills Council for Hampshire and Isle of Wight
NCFE	National Certificate of Further Education
NLDC	Neighbourhood Learning in Deprived Communities
NLIV	Neighbourhood Learning in Ventnor
QAF	Quality Assurance Framework
QIP	Quality Improvement Programme
P1	Platform One
RARPA	Recognising and Recording Progress and Achievement

WEA

Workers' Educational Association

**Appendix 6**



**Isle of Wight Council  
Adult & Community Learning Service  
Delivery Plan 2005/6**

**11<sup>th</sup> March 2005**

**NOTE : The Delivery Plan is work in progress and still has some sections to be completed.**

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**1. Programme delivery (See ALP page 5)**

	<b>Action required</b>	<b>Target Dates</b>	<b>Responsibility</b>	<b>Monitoring</b>	<b>Progress to be updated termly</b>	<b>Success criteria</b>
1.1	Continue to deliver core and project programmes in partnership with contracted providers	Dec 2005 March 2006 July 2006	HCLS ACLM, ACLO and all Providers	½ termly reviews and Provider reports Quality Improvement Programme (QIP) End of year reports SAR process LSC Provider Performance Review LSC Contract Review		ALP Targets met 05/06 relating to Programme delivery New courses developed and delivered.
1.2	Continue to develop work-based FL programme and work experience programme for FL learners	Dec 2005 Mar 2006 July 2006	HCLS, ACLM, FLM	½ termly reviews, Termly & EOY reports		New employers engaged on programme and learners accessing a range of work experience opportunities
1.3	Extend range of accredited courses delivered	July 2006	HCLS, ACLM, FLM, ACLO and Providers	½ termly review. Termly & end of year reports		Extended range of accredited courses
1.4	Review and develop ACL curriculum in response to changing LSC funding requirements & priorities and other voice of the learner	July 2006	HCLS, ACLM, ACLO, ACLDMO, All Providers	Termly & EOY reports SAR process QIP Programme Course review process		IWC, LSC, IW College and other ACL providers agree revisions to programme ensuring diverse ACL curriculum offer for

	research, and IW Council strategic priorities					1 <sup>st</sup> steps & Learning for Personal Development
1.5	Deliver ESF Project – Learning Through Island Events	Ongoing to December 2006	HCLS, ACLM and ADOL	Steering Group meetings ¼ ly reports to LSC. Interim evaluation report LSC Contract review		Delivery plan targets/outputs achieved as profiled.

## 2. Meeting Learner, Community and Stakeholder needs (See ALP page 6)

	Action required	Target Dates	Responsibility	Monitoring	Progress to be updated termly	Success criteria
2.1	Develop and implement ACL fees policy Monitor effects of fees policy and review	Sept 2005  Jan 2006 July 2006	HCLS, ACLM & all Providers	ACL Provider Group, half termly reviews  Termly & EOY reports Contract review meetings		Policy developed & included in annual Funding Agreement & implemented by Providers. Learner numbers maintained. Increased income supports quality improvements and / or increased provision
2.2	Further develop IWC termly Learner Survey	July 2005	ACLM, ACLO, ACLDMO	Termly & EOY reports		Reports used in contract reviews to ensure learner needs taken into account more effectively. Learning



3.3	Risk Management (See ALP page 10)  To ensure the effective and efficient delivery of the ACL programme by monitoring risks to delivery through the IW Council Risk Management System	Monthly ongoing throughout the year	HCLS, ACLM	SMT monthly performance management meetings  ACL monthly team meetings	Measures to reduce risks are implemented & monitored enabling successful delivery of programme.
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#### 4. Quality (See ALP page 8)

	Action required	Target Dates	Responsibility	Monitoring	Progress to be updated termly	Success criteria
4.1	Implementing recommendations of external evaluations in partnership with providers	July 2005	HCLS, ACLM, ACLO All Providers	½ termly reviews Quality Improvement Programme (QIP) End of year reports SAR process		Recommendations implemented
4.2	4.21 Develop post ALI inspection action plan in partnership with providers and key stakeholders  4.22 Implement actions from within post inspection action	Aug 2005  Dec 2005 Mar 2005 Jul 2005	HCLS, ACLM, ACLO  HCLS, ACLM, ACLO & all Providers	  ACL monthly team meetings SMT monthly meetings		Plan submitted to LSC & ALI  Actions implemented 2005/6 SAR grade improved

	plan				Termly & EOY reports SAR process LSC contract review		
4.3	4.31 Develop and undertake a programme of external lesson observations  4.32 Continue to develop the internal peer observation programme	Dec 2005 Mar 2006 June 2006  Dec 2005 Mar 2006 June 2006	ACLM, ACLO  ACLM, ACLO, ACLDMO & all Providers	ACLO to monitor evaluation progress SAR process	Termly programme implemented and reports produced. Final report produced July 2006		
4.4	4.41 Deliver the QIP for contracted learning providers and potential new learning providers  4.42 Develop and deliver training programme for ACL contracted providers  4.43 Develop and deliver training programme for ACL tutors	Dec 2005 Mar 2006 July 2006  Dec 2005 Mar 2006 July 2006  Dec 2005 Mar 2006 July 2006	ACLO  ACLO  ACLO	Termly & EOY reports  Termly & EOY reports  Termly & EOY reports	Half termly contract reviews completed. Advice & Guidance given to Providers Support materials developed.  Quality Improvement and training programme delivered for 05/06 – Minimum 1 workshop a term  Quality Improvement & Training programme in place for 05/06 – minimum 1 workshop termly		

4.5	Implement the Development Plan objectives from SAR 2004/5  Complete SAR 2005/6 process & prepare Development Plan	July 2005 Dec 2005 Mar 2006 July 2006  Dec 2005 Mar 2006	HCLS, ACLM, ACLO All Providers  HCLS, ACLM, ACLO, ACLDMO & all providers	½ termly reviews Quality Improvement Programme (QIP) End of year reports SAR process  ACL team meetings SMT team meetings LSC contract review		Updated Development Plan objectives implemented  ACL SAR developed & submitted to LSC SAR guidance updated SAR workshop for Providers delivered Providers supported to complete SARs Programme implemented
4.7	Develop & deliver DDA programme 05/06	Sept 2005 Dec 2005 March 2006	ACLM, ACLDMO	Termly reports		
4.8	Effective use of data to support the management of the ACL Service	Sept 2005 Dec 2005 Mar 2006 July 2006	ACLM, ACLDMO	Termly reports for overall service performance to be reviewed at ACL monthly team meetings		ACL Service using data to effectively support management of service

4.9	Deliver the E-learning Action Plan	Sept 2005 Dec 2005 Mar 2006 Jul 2006	HCLS, ACLM, ACLDMO	Termly reports Monthly ACL team meetings	ACL service E-Learning Strategy action plan to be implemented by 30/9/07
4.10	Maintain high retention rate	Sept 2005 Dec 2005 Mar 2006 Jul 2006	HCLS ACLM, ACLO + all providers	Quality Improvement Programme (QIP) EOY reports SAR process Termly reports to LSC	High retention maintained for 05/06 at 89.1%

5. Equality & Diversity (See ALP page )

	Action required	Target Dates	Responsibility	Monitoring	Progress to be updated termly	Success criteria
5.1	Work with IW Council Diversity Officer to better understand the needs of specific groups within the community	September 2006	HCLS ACLM, ACLO + all providers	Quality Improvement Programme (QIP) EOY reports SAR process Termly reports to LSC		Improved engagement in learning opportunities from specific groups within the community
5.2	Work in partnership to deliver learning opportunities to support the Diversity agenda	Sept 2005 Dec 2005 Mar 2006 Jul 2006	ACLM, ACLO + all providers	Termly & EOY reports LSC contract review SAR process		Impact analysis completed. Learning opportunities developed & delivered to support: Women into Management Cultural Diversity Day Black Heritage Month Chinese New Year

**6. Health & Safety** (See ALP page )

	<b>Action required</b>	<b>Target Dates</b>	<b>Responsibility</b>	<b>Monitoring</b>	<b>Progress to be updated termly</b>	<b>Success criteria</b>
6.1	Undertake annual H & S contract review meetings with providers and agree action plans	July 2006	ACLM ACLO	Annual monitoring meeting		Action plans implemented
6.2	Monitor H & S of learning programmes with Providers	July 2006	ACLO	Half-termly & termly reports Contract review meetings		Learner Health & Safety monitored & improved where appropriate

**Key to Abbreviations**

Head of Cultural and Leisure Services (HCLS)  
 Adult and Community Learning Manager (ACLM)  
 Adult and Community Learning Officer (ACLO)  
 Adult and Community Learning Data Management Officer (ACLDMO)  
 Family Learning Manager (FLM)  
 Family and Community Learning Development Officer (FCLDO)  
 Senior Inspector Education & Community Development (SIECD)  
 Arts Development Officer (Learning)(ADOL)

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